

*The Institute for Advanced Technology*  
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## Hotels

Seminars are conducted at the hotels listed below. Cost of hotel rooms are not included in tuition but we will make reservations for you if you request. Please indicate accommodation requirements on the enclosed registration card. (Hotels will hold a block of rooms for seminar participants until two weeks before the seminar.)

December 11-13

### **Sheraton-Silver Spring**

8727 Colesville Road  
Silver Spring, Maryland 20910

#### **Room Rates:**

Single \$13.00

Twin \$18.00

January 15-17

### **Sheraton-Biltmore Hotel**

817 West Peachtree Street, N.E.  
Atlanta, Georgia 30383

#### **Room Rates:**

Single \$14.00

Twin \$21.00

February 5-7

### **The Waldorf-Astoria Hotel**

50th & Park Avenue  
New York, New York 10022

#### **Room Rates:**

Single \$22.00

Twin \$28.00

The Sheraton-Silver Spring is a mile from the Capital Beltway and is easily accessible to the entire metropolitan area and by direct limousine service to Washington airports. The hotel offers free parking to seminar participants.

## Over 30 Courses Available

in 2 to 5 day seminars

Seminars are offered at various cities throughout the country. Private, in-plant sessions can also be arranged. A sampling of seminars currently scheduled:

### **Basic Systems & Procedures Including Data Processing Concepts**

November 6-8, Washington, D.C.

### **Data Communications Systems**

November 13-15, New York

### **Introduction to EDP for Managers**

November 13-15, Philadelphia

### **Time-Sharing Systems**

November 18-20, New York

### **Optical Character Recognition**

November 18-20, Washington, D.C.

### **Production Planning, Scheduling & Control**

November 21-22, Washington, D.C.

### **Management Information Systems**

December 2-4, Washington, D.C.

### **EDP Personnel Management for the Line Manager**

December 2-3, Los Angeles

## Courses for 1969

### **Hospital & Medical Information Systems**

### **Computer Graphics**

### **Introduction to Operations Research**

### **Model Building in Economics and Industry**

For outlines, or to be placed on the mailing list for future announcements, write:

#### **REGISTRAR**

Institute for Advanced Technology

**C-E-I-R** INC.

5272 River Road, Washington, D. C. 20016  
Phone: Area Code 301/652-2268

# Microfilm Information Systems

**3-Day Seminars**  
Washington, D.C.  
Dec. 11-13

Atlanta  
Jan. 15-17

New York  
Feb. 5-7

presented by

*The Institute for Advanced Technology*

**C-E-I-R** INC.

a subsidiary of Control Data Corporation

## Course Outline

### INTRODUCTION

Course Outline and Objectives  
Background and History of  
Microfilm and Uses  
Review of Current Microforms

### SYSTEM SURVEY

Evaluation of the Need  
Proper Method of Evaluation  
Case Examples

### HARDWARE OVERVIEW

Reader Printers  
Cameras  
Processors  
Microform Storage Devices  
Closed Circuit Television Systems  
Remote Transmission Systems  
Indexing Techniques

### OPERATIONAL SYSTEMS

Role and Cartridge Systems  
Aperture Card Systems  
Microfiche & Microthin  
Jacket Systems

### SYSTEMS PRESENTATIONS

General Discussion of Microfilm  
Devices  
Individual Systems Presentations

### DISCUSSION FORUM AND SUMMARY

The right to cancel the seminar or to amend  
the syllabus is reserved.



**PHILIP J. GARY**, consultant to the Institute for Advanced Technology, is an expert in Microfilm Information Systems. He has an extensive professional background in information storage and retrieval. This experience includes evaluation and selection of systems, and design and implementation of microfilm applications. Mr. Gary has a bachelor's degree in Business Administration from Adelphi University.

This seminar is intended primarily for systems analysts and management level personnel concerned with the feasibility of document retrieval related specifically to Microfilm Information Systems. A heavy emphasis will be placed on general microfilm systems concepts, proper systems evaluation, hardware considerations with examples of several functioning systems. The remote transmission of microfilm data will be touched on lightly.

The seminar is designed for the participant desiring the information and knowledge required to intelligently determine the role of microfilm in the future of an organization.

**C-E-I-R<sup>INC</sup>** is an international applied research and data processing organization that offers analytical, scientific and professional services to business, science and government. Founded in 1954, it is operated as a subsidiary of Control Data Corporation, maker of the world's largest and fastest computing systems. The C-E-I-R professional staff includes several hundred mathematicians, statisticians, economists, operations researchers, management scientists, and others from a variety of disciplines. Augmenting this professional capability are modern electronic computing equipment and skilled computer programmers and operations personnel at computing centers in major U.S. Cities, The Hague, and Mexico City.



The Institute for Advanced Technology is a natural outgrowth of C-E-I-R's long-standing involvement in management education. The revolutionary nature of computer-based methods made education an integral part of C-E-I-R operations from the beginning. This teacher-doer relationship is formalized in the Institute for Advanced Technology. IAT faculty members are drawn primarily from the ranks of CDC's and C-E-I-R's professional staffs. Its curriculum is drawn from subjects in which these professionals are expert—recognized for excellence in day-to-day application of the art and science of computer usage to the real problems of business and industry. Sharing these new skills through seminars in major cities, management clinics, and special, inplant training programs is the major goal of the Institute for Advanced Technology.

#### REGISTRATION:

Tuition, including course materials and luncheons, is \$210 for the first student and \$190 for others from the same organization. Checks for tuition should be made payable to The Institute for Advanced Technology. Classes will begin at 9:00 a.m. and end at 5:00 p.m.

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REGISTER ME FOR:

\_\_\_\_\_  
(seminar title)

\_\_\_\_\_  
(place of seminar)

\_\_\_\_\_  
(date of seminar)

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RESERVE HOTEL ROOM INDICATED

☐ SINGLE

☐ TWIN

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TITLE \_\_\_\_\_

ADDITIONAL PARTICIPANT \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

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☐ I would like to receive future SEMINAR ANNOUNCEMENTS.

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